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**Subject:** vacations & schedules

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Summer is finally here. Scheduled vacations combined with numerous court appearances is leaving the laboratory thinly staffed, therefore it is extremely important that all time out of the laboratory be well coordinated. We need to have coverage in the laboratory everyday from 8 AM -4 PM.

Since Chuck is out of the laboratory until August 13th, I have asked Della Saunders to act as the laboratory supervisor in his absence. Please feel free to consult her on issues that you would normally consult with Chuck. Also, please give Della any/all of scheduled vacation time so that she can make a master schedule for the laboratory. The Melendez-Diaz decision has really impacted the laboratory and I would like to have no more than 2 laboratory people out on scheduled leave (vacation, training, meetings) at a time, since we will likely have at least one person in court each day.

Thank you for all your hard work in some very challenging times. I am working w/ leaders at Public Safety, the AGs office, the DAs and others to try to minimize the impacts of the Melendez-Diaz decision. I'll keep you posted.  
Thanks,  
Julie

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